Dacorum Climate Action Network
Event Calendar – Organisation Guide

The Dacorum CAN Event Calendar is intended to share all public sustainability or environmentally related events that take place locally within Dacorum.

Any event which helps Dacorum residents to make positive environmental changes in their everyday lives by educating, encouraging and enabling them can be included. This could involve eco-fairs, workshops, training courses, webinars, conferences, networking events, guided walks, regular group update meetings, etc.

The public URL for anyone to view the calendar is:
https://calendar.google.com/calendar/embed?src=dacorumcan%40gmail.com&ctz=Europe%2FLondon

Guidelines

Organisations that hold relevant events are welcome to add their event to the calendar, as long as they follow the below guidelines…

Organisers must:

- Ensure events are inserted into the calendar with all of the accurate information – especially the location, time and date.
- Use the event template provided
- Be responsible for updating an event on the calendar if there are any changes or the event is cancelled.
- Not alter or delete any event on the calendar that is not their own.
- Not amend any calendar settings.

Events must:

- Be open for any members of the public from Dacorum to join.
- Be within Dacorum, or within a 15 minute journey if they are physical events.
  Virtual events outside of Dacorum are permitted as long as they are still relevant.
- Have either a full description, or a summary description with a URL link to a full description
- Not be politically motivated or encourage illegal activities
- Relate to the Climate and Ecological Emergency and be linked to either reducing emissions, or improving biodiversity (e.g. litter-picking events for example would not be permitted).

Violation with any of the above guidelines will result in your permissions being removed from the calendar and you will no longer be able to add events.

Uploading an event

Step 1

Once you have completed and returned this form and been given permission to upload content to the calendar you will receive a link via email that you will need to click.

Step 2

The URL to access the calendar and upload content is below – you may need to create an account or sign in: https://calendar.google.com/calendar/u/0?cid=ZGFjb3J1bWNhbBnbWFpbC5jb20

Step 3

Please ensure that you copy and paste the following template information into your event description to ensure that there is consistency throughout the calendar and that all key information is being captured…

EVENT URL:

EVENT HOST:

PHYSICAL OR VIRTUAL EVENT:

TICKETED EVENT?: Yes / No

COST:

EVENT DESCRIPTION:

Step 4

Before saving your event, please check the following:

- All details are accurate
- You are adding to the dacorumcan@gmail.com calendar, not your own.
- Ensure the default visibility set to public.
- If you use the 'invite guests' function, do not tick the box that allows guests to alter the event.

Accepting the Terms and Conditions.

By signing and returning this form you confirm that you have read, understood and agree to adhere to the guidelines.

Name: _____

Name of organisation: _____

Email address to be added to the Dacorum CAN calendar permissions list
(up to three email addresses allowed)**:**

_____

Digital signature that you agree to the terms and conditions: _____

Please email this completed form to sustainability@dacorum.gov.uk

Please avoid paper use by completing this document digitally, not printing and scanning it!